

Sunset at Sunset
Meeting, August 29, 2016

Members present: Mary Hughes, Karen Joseph, Bob Donnelly, Lois McClellan, Bev Williams, Carol Grace and Marge Gresham and Jean Hutchinson via telephone

1. Finance Report: No additional information since previous meeting. Karen Joseph asked that everyone submit any requests for purchase orders as quickly as possible. Committee decided to waive late fee for vendors until September 9. Karen, Lois and Marge will then meet on Monday, September 12, to finalize the map of all vendors. Any vendor after that date will be assessed the late fee.
2. Food Vendors: There are currently nine(9) food vendors registered. Bev gave Marge numbers for two (2) additional food vendors and she will contact them. There were several other suggested food vendors and Marge will contact them also.
3. Vendors: Including food vendors, we have a total of 109 vendors to date. Lois and Marge have been working on mapping all of the vendors into places with attention to water, electricity and special requests. As vendors are added, they will be placed since there is enough space to accommodate.
4. Obstacle Course: Karen, Lois and Marge will meet with Sonny to determine the amount of space that will be needed for the course. Once that is determined, then more spaces in Brown may become available.
5. Photo Contest: 28 Pictures have been entered. The judges will meet to determine the winners. Prizes awarded: \$100.00, \$50.00 and \$25.00. Winners will be announced the day of the Festival. September 23, 2016, is the date that all entries will be displayed in the Ingram Planetarium. Photos will be displayed until October 11, 2016. The Planetarium will open at 10 AM on the day of the Festival and will close at 4 PM. The committee decided to have a special People's Choice Award. Those viewing the photos from September 23 until 11:30 AM on October 1, 2016 will have the opportunity to vote for the photo they deem an award winner. This winner will receive a gift card and will also be announced the day of the Festival.
6. Facebook: The boosting "experiment" proved positive. In three (3) days, 1400 people were reached for the photo contest. Next step: 30 days with SAS Festival page.
7. 5 Star Farms Inflatables: A deposit check has been sent to 5 Star and payment balance will be made the day of the Festival. Mary, Lois and Marge will meet with vendor to determine location of inflatable and climbing wall as well as best method for entrance into area.

8. Responsibilities List: All committee members received a list for things to be done BEFORE FESTIVAL. Each item was discussed. As this consumed a good bit of time, it was decided to table the rest of the list until the next meeting.

9. Turtle Man: No contact for Randy Gallagher. Placement at the Festival is a concern.

10. Unfinished business:

Beer vendor: Karen has met with Rich Dobkin, Fibbers, the police regarding a permit and is waiting for a call from the ABC Director. Because there is a 30 day period for the permit, the committee decided to cancel the Beer Garden.

Plants for stage area: Mums will be ordered for stage decoration and then will be given to each sponsor as a gift.

Face Painting: Lois made contact with an individual, but not interested.

Coffee Vendor: Cathy will contact local coffee shops as possibilities

Balloons: Marge will work with Bonnie Schwerd to order and pick up balloons for Festival day.

Platform for handicap near port-a-potties: Jean will check with company to see if they can provide a ramp for handicap.

Schedule for the Welcome Tent: Lois has a list of volunteers for working hours

11. Entertainers: Bev has confirmed times of entertainment. Jason Cox will provide day long music in break times. Bev will check with Jason to be sure he has the National Anthem to “kick-off” the day with a Color Guard from Marine Corps League.

12. Signs for sponsors and entertainers will be ordered and laminated.

13. Rack Cards: Bob has done an excellent job on placing cards in a variety of places and is following up to be sure racks stay stacked.

14. Name Tags: for new committee members: ordered and given

15. Tee Shirts: Boxes of shirts and spikers need to be brought down from storage and counted. With assistance from town personnel, that will be done the week of September 26.

16. Parking volunteers: Check with the Elks and various school groups

17. Next Meeting: September 19, 2016, @ 10 AM